

JOB OPPORTUNITY

STATE OF HAWAII

DLIR

Department of Labor and Industrial Relations
830 Punchbowl Street, Room 312
Honolulu, Hawaii 96813 Phone (808) 586-9040

Opening Date: August 21, 2005
Amended: October 1, 2005

Recruitment Number: 605
Class Code: 8128:102885:03

Last Day to File Applications: Continuous Recruitment Until Needs Are Met

OCCUPATIONAL SAFETY & HEALTH COMPLIANCE OFFICER IV

\$3,177 Per Month (SR-21)
MAUI (Wailuku) Employment Only

Job Duties: Conducts the most complex inspections of construction sites and/or other workplaces, investigates the causes of industrial injuries resulting in disability or death, prepares reports, and performs other duties as required.

General Experience Requirement: One year of work experience in an occupational safety and/or occupational health program which included industrial accident investigations, work site inspections for safety hazards and suggesting means for correcting safety hazards, and preparing reports. This work must demonstrate that the applicant possesses knowledge of occupational safety and/or occupational health principles and practices, safety inspection and industrial accident investigation procedures, common occupational safety and/or occupational health hazards and measures which can be taken to correct them and also demonstrate possession of ability to work well with others, recognize occupational safety and/or occupational health hazards and to prepare written reports.

Specialized Experience Requirement: Three years of work experience which involved the implementation of occupational safety and health laws, codes, rules, regulations and standards. Such work must have involved conducting inspections of work sites and/or environment to insure that occupational safety and health laws, codes, rules, regulations and standards are complied with; identifying hazards and suggesting and/or taking necessary corrective actions; and conducting occupational accident investigations. This work must demonstrate that the applicant possesses, in addition to the knowledge and abilities listed above, knowledge of the Occupational Safety and Health Act and its codes and standards, the use of measuring and sample collection devices used in the enforcement of those codes and standards and the ability to enforce those codes and standards and prepare detailed narrative reports.

Non-Qualifying Experience: Work as a leader or supervisor who is primarily concerned with the assignment and completion of work and incidentally assigned responsibility for the safety of subordinates; has incidental assignments to serve on safety committees; or work experience in fields of safety and/or health other than occupational safety and/or health, e.g., traffic safety, nursing, etc., will not be considered qualifying for General or Specialized Experience.

Substitutions Allowed:

1) Excess Specialized Experience of the type and quality described above may be substituted for the required General Experience on a year-to-year basis.

An Equal Opportunity / Affirmative Action Employer

2) Successful completion of a two-year curriculum in Occupational Safety and Health at an accredited community college or other accredited institution which provided the applicant with a knowledge of industrial safety and/or industrial health principles and practices may be substituted for the General Experience Requirement.

3) Successful completion of 12 credit hours of course work in Occupational Safety and Health, which provided the applicant with a knowledge of industrial safety and/or industrial health principles and practices, from an accredited college or university in a program leading to a baccalaureate degree may be substituted for the General Experience Requirement.

Other Requirements: Applicants must possess a valid Hawaii driver's license.

Supplemental Forms: Applicants must submit, at the time of application, the Supplement to the Application for Occupational Safety and Health Compliance Officer IV.

Physical Requirements: Applicants must be physically able to perform efficiently the duties of the position. Good distant vision in one eye, ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to distinguish colors are required. Ability to hear the conversational voice, with or without a hearing aid is required. In most instances an amputation of leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. Any physical condition which would cause the applicant to be a hazard to self or to others will disqualify for appointment. In addition, applicants must possess emotional and mental stability.

QUALITY OF EXPERIENCE: Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. The overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position.

Unless specifically indicated, any required experience and education may not be gained concurrently. Recruitment and selection will not be delayed or invalidated due to failure of an applicant to provide accurate and complete information concerning qualifications or to await an appeal of a qualification or eligibility determination.

EXAMINATION: Unless otherwise specified in this job announcement, applicants must qualify on an appropriate examination designed to measure knowledge and skills necessary for satisfactory performance of the duties and responsibilities of this class of work.

The examination for this recruitment will be conducted on an unassembled basis where the examination score is based on an evaluation and rating of your education and experience. In order to be given the maximum creditable examination score, it is essential that applicants describe fully the duties and responsibilities of each position held. The information you provide will be used to determine whether you meet public employment requirements and the minimum qualification requirements specified in the Job Opportunity Announcement. To receive appropriate educational credit, submit a copy of your official transcript and/or diploma. If a specific degree and/or coursework is required, you must submit a copy of your office college transcript for verification.

MERIT OR CIVIL SERVICE SYSTEM: All applicants must meet minimum qualification requirements including education, experience, and other public employment requirements for State Civil Service employment.

Eligibles will be placed on an appropriate list and referred to the employing agency for consideration. Eligibles will be considered for hire based on their examination grade and availability for employment. The employing agency may select any one of the eligibles referred. The names of those not selected will be kept on an availability list for no less than the period indicated on the notification letter of employment eligibility.

CITIZENSHIP REQUIREMENT: You must be a citizen, permanent resident alien, national of the United States, or a non-citizen with unrestricted employment authorization from the U.S. Immigration & Naturalization Service. Evidence verifying status and employment authorization in the United States must be provided at the time of appointment.

RESIDENCE REQUIREMENT: You must be a legal resident of the State of Hawaii at the time of application. If there is a question regarding your residence status, it is your responsibility to provide documentary evidence of abandonment of your previous residence and/or establishment of Hawaii residence (e.g., filing State income tax returns as a resident of Hawaii, registering to vote in Hawaii's elections, etc.). A Hawaii State Residence Questionnaire (HRD 319a) is available upon request.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination. For certain job categories, an applicant may be referred to a State-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations shall be borne by the applicant and not the State of Hawaii.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodation on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

HOW TO APPLY: PERSONS WITH DISABILITY MAY CONTACT THE Department of Labor and Industrial Relations (DLIR) PERSONNEL OFFICE AT THE ADDRESS LISTED BELOW TO DISCUSS SPECIAL NEEDS IN APPLYING. Auxiliary Aids and Services are available upon request. Call (808) 586-9040 [voice], (808) 586-8847 [TTY] or 1 (888) 569-6859 [TTY Neighbor Islands].

Submit applications to the **Department of Labor and Industrial Relations (DLIR)**, Personnel Office, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813. File applications immediately. Mailed applications and supplemental materials must be postmarked by midnight of the last day to file. For recruitments indicating Continuous Recruitment Until Needs Are Met, the last day to file applications will be posted in our office.

Before submitting your application, please visit our website to determine if we are still accepting applications for this recruitment. Visit the DLIR website at ☐ [HYPERLINK http://hawaii.gov/labor/jobs.shtml](http://hawaii.gov/labor/jobs.shtml) ☐ <http://hawaii.gov/labor/jobs.shtml> ☐ to print the application packet which consists of the following documents:

1. Application for Civil Service Positions
2. A Job Opportunity Announcement with complete requirements and relevant substitutions
3. Employment Availability Information Form
4. Applicant Data Survey Form
5. Other required supplemental/supporting documents noted on the Job Opportunity Announcement

On Oahu, applications are available Monday-Friday, 7:45 a.m. – 4:30 p.m. at the DLIR Personnel Office, 830 Punchbowl Street, Room 312, and at the State Recruiting Office, 235 South Beretania St., 11th Floor. Applications are also available on Oahu and the neighbor islands through the DLIR Workforce Development Offices. You may also call the DLIR Personnel Office (808) 586-9040 to have an application packet mailed to you.

NOTIFICATION: Applicants will be notified, in writing, of their employment eligibility.

INTERNAL COMPLAINT (ADMINISTRATIVE REVIEW): If you do not agree with an action taken on your application, you should FIRST request an internal complaint (i.e., request a review) with the DLIR. Your internal complaint must be postmarked within seven (7) working days following the date of your notice and must be made in writing to the DLIR at the address listed on the front of this announcement. Your letter requesting the review must include: 1) the job title, recruitment number, and the specific reason(s) you are requesting the review, and 2) any additional information you want to submit to substantiate your request for a review. **If you do not submit your complaint/request within the seven work-day limit, no review will be conducted and you will have no further review or appeal rights.**

Appeal: If you do not agree with the internal complaint decision taken by the DLIR, you may appeal to the State Merit Appeals Board within 20 days from the date of the action on the internal complaint. Appeals to the Board must be in writing and sent to the following address: Merit Appeals Board, c/o Dept. of Human Resources Development, 235 S. Beretania St., Room 1303, Honolulu, HI 96813. A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment. **AN INTERNAL COMPLAINT MUST HAVE BEEN COMPLETED BEFORE REQUESTING AN APPEAL.**

EMPLOYMENT INTERVIEW RESUME: Please take a copy of your application and/or resume to employment interviews.

(DLIR 08/05)

NAME _____

Recruitment Number _____

Required Supplement to the Application for:

**OCCUPATIONAL SAFETY AND HEALTH COMPLIANCE OFFICER I – IV
SUPERVISING OCCUPATIONAL SAFETY AND HEALTH COMPLIANCE OFFICER I – II**

Provide the following information for each of your employment in the occupational safety and health field. **Use the reverse side of this form and additional blank sheets as necessary to provide the information.** Duplicate this form or use additional blank sheets as necessary to provide a separate response for each period of employment.

1. Name of employer and dates of employment:
2. Name and title of your direct supervisor:
3. Your title:
4. Based on 40 hours per week=100%, provide a breakdown for time spent performing the various duties of your position. Give separate percentages of time spent on specific OSH tasks versus other duties (supervisory, carpentry, etc.)
5. Name and title of the on-site employee with overall responsibility for insuring compliance with federal and state OSHA regulations. If you were not this person, explain how your OSH duties differed from that individual's responsibilities.
6. Were there others, besides yourself, with on-site OSHA responsibilities? If so, how many others? Please give their title(s) and explain how your duties differed from theirs. If duties, were the same explain how assignments were made.
7. Describe your OSH safety inspections responsibilities. Provide information such as how often inspections were done, purpose of inspection, name and title of the person to whom you submitted inspection reports, who followed up on reported violations, etc. NOTE: Review of work performed by your subordinates for quality of workmanship or adherence to instruction is not considered an OSH safety inspection.
8. Describe your responsibilities for implementing and enforcing OSHA Standards. (How were you notified of the changes to the OSHA codes? Who decided what corrective actions were to be taken? How were OSHA Standards carried out?)
9. Were you responsible for all accident investigations for your company? If not, who did?

Give an example of an occupational accident you investigated. Include the cause of the accident, the reason you were notified of the accident, your involvement in the investigation, your responsibility for any action taken, if any, to prevent similar accidents.

I certify that all statements are true and I understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment in the State of Hawaii civil service.

I authorize the employers and institutions named herein to verify the statements I have made and to release employment information as requested by the Department of Labor and Industrial Relations of the State of Hawaii.

Signature

Date